Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 10, 2008

'Title' 'First Name' 'Last Name'
'Position'
'Institution Name'
'Address'
'City' 'State' 'Zip Code'

Dear 'Title' 'Last Name':

The Department of Elementary and Secondary Education (DESE) has developed a student-level record system that is called Missouri Student Information System (MOSIS). This system has two components the 'ID component' which manages the ID for a student; a randomly generated ten-digit state identification number for every student receiving services in Missouri public schools. The other component is the 'Data Collection component' which is used to capture the core information needed for DESE to manage various state and federal programs.

Collection of student-level data requires special security measures to be put in place. One of these measures is assigning each institution a **"security pin code."** When an institution seeks to grant permission to various automated systems, it is necessary to complete a *DESE Web Systems User ID Request* form. The institution's authorized representative must sign this form before access is granted. In addition to the authorized representative's signature, a **security pin code** must be included on the form that is sent to DESE. Your institution's **security pin code** is listed below.

The MOSIS User Guide may be found on the MOSIS website:
http://dese.mo.gov/MOSIS/.

If you have questions please contact Leigh Ann Grant-Engle, DESE's Data Manager, at 573-522-8310.

SECURITY PIN CODE: 'Pin Code'

Sincerely,

Bert Schulte
Deputy Commissioner of Education